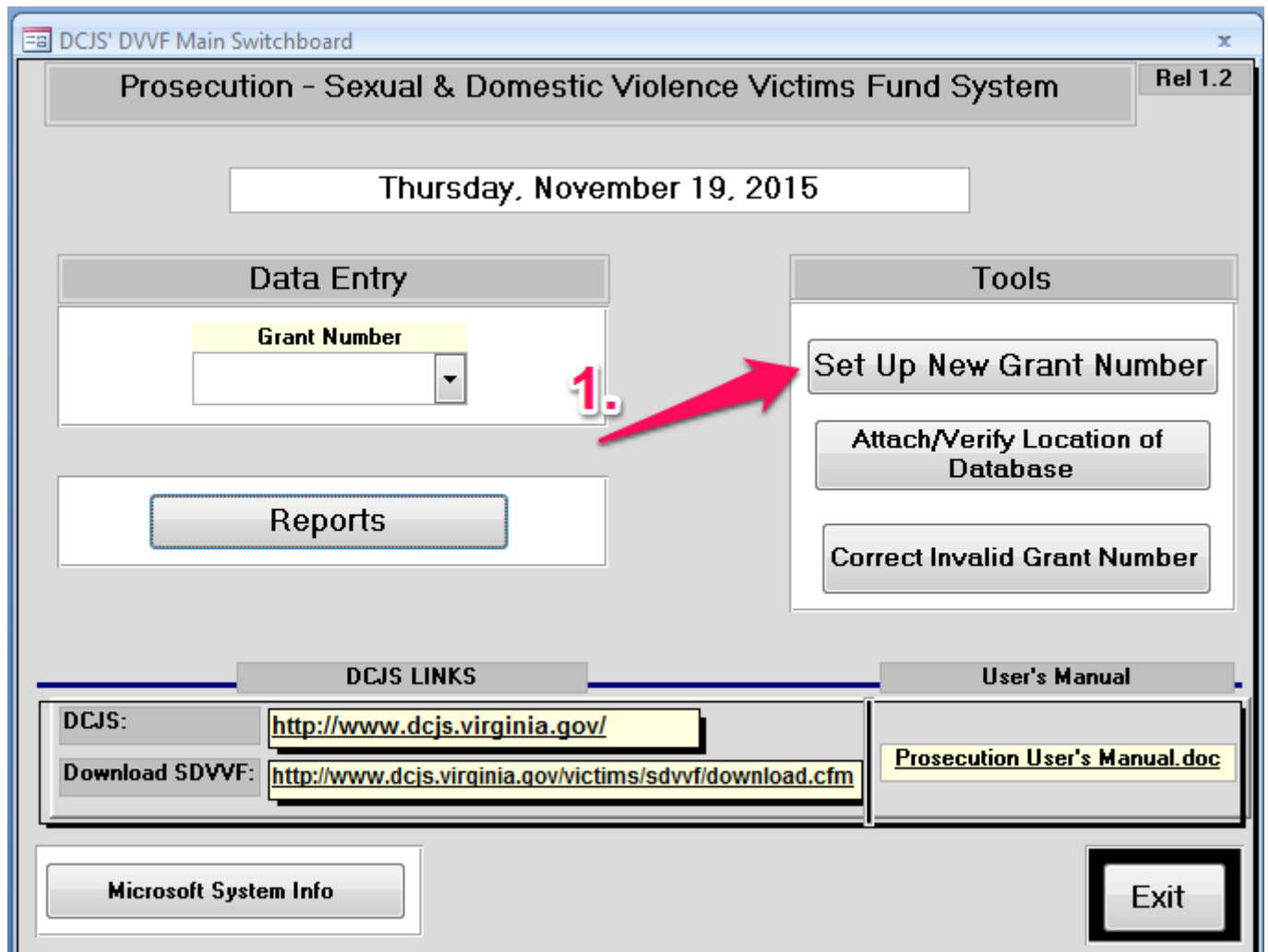


How to setup a new grant number in VSDVVF

Steps are the same for Prosecution and Victims versions of the software.

1. Launch the VSDVVF software.
2. Click on 'Setup a new Grant Number':



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3. Select the year, then the Alpha Character, then key in the Grant # portion and finally finish by typing in the locality name and clicking on the 'Set Up New Grant Number' button as shown below:

The screenshot shows the 'SDVVF Prosecution Services Set Up' window. At the top, there's a 'Close' button and a dropdown for 'Display/Select Current Grant Numbers (OPTIONAL):' set to '16-A9999DV16'. Below this, 'Option A' is selected. It features a 'Grant Number' section with three dropdowns: 'Year' (16), 'Alpha Char.' (A), and 'Grant #' (9999). These are followed by an equals sign and the resulting grant number '16-A9999DV16'. To the right is a 'Locality Name' field containing 'Sweet Water'. A 'Set Up New Grant Number' button is positioned below the grant number. Red arrows with numbers 1 through 5 point to the Year dropdown, Alpha Char. dropdown, Grant # dropdown, the 'Set Up New Grant Number' button, and the Locality Name field respectively. Below the button, two steps are listed: 'Step 1: Select the 'Year', 'Alpha Char.', 'Grant #' from the drop down boxes, and then enter your 'Locality Name'.' and 'Step 2: Press the "Set Up New Grant Number" button.' Below this, 'Option B' is shown with a 'Grant Number' dropdown set to '16-A9999DV16' and a 'Change Locality Name Only' field. A 'Change Locality Name' button is below it. Steps for Option B are: 'Step 1: Select the grant number from the drop down box.', 'Step 2: Enter the new location name in the 'Change Locality Name Only' field.', and 'Step 3: Press the 'Change Location Name' button.' At the bottom, 'Option C' has a 'Correct Grant Number' button.

4. Grant number created successfully!

This screenshot shows the same 'SDVVF Prosecution Services Set Up' window, but now 'Option B' is selected. A 'Microsoft Office Access' dialog box is open in the center, displaying the message 'Grant Number: 16-A9999DV16 has been set up' with an 'OK' button. The background window shows the 'Set Up New Grant Number' button is now disabled. The 'Locality Name' field is empty. The steps for Option B are visible at the bottom.